

BRIZE NORTON PARISH COUNCIL

Clerk to the Council: Mrs A Riseley,
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28th July 2020

To the Members of Brize Norton Parish

The next meeting of the Brize Norton Parish Council is to be held **due to the current situation regarding the Coronavirus and the Government's instructions, via email or video link at 7:30pm on Monday 6th July 2020. If members of the public have any questions for the Council, they should be submitted in writing to the Clerk who will invite them to attend the video conference. They will be covered under Point 4 - Public Participation.**

Alison Riseley - Clerk to Brize Norton Parish Council

Agenda

- 1) **Apologies:** to receive apologies
- 2) **Declarations of interest** (Councillors are asked to declare an interest regarding items on the agenda this evening)
- 3) **Minutes:** To approve the minutes of the last meeting of the Council on Monday 6th July 2020 and the minutes of the Extra-ordinary meeting on Monday 20th July 2020
- 4) **Public Participation**
- 5) **District and County Councillors' reports** for information only.
- 6) **Record of Councillor's meetings**
 - 6.1 Cllr Way & Cllr Goble (Tuesday 7th July) SP Broadway and Lone Star Land –
- 7) **Committee reports**
 - 7.1 Cllr Goble - Neighbourhood Plan Steering Committee: Neighbourhood Plan
 - 7.2 Cllr Campion/ Squire/ Goble – Brize Meadows detailed planning sub-committee:
 - 7.3 Cllr Goble – Highways Committee: Traffic and speed progress in Brize Norton/ OCC Highways
 - 7.4 Cllr Way – Update on actions with the solicitor
- 8) **Discussion and Decisions**
 - 8.1 All Councillors – Consultation on CIL and Affordable Housing supplementary Planning Documents
 - 8.2 Cllr Way – Welcome Brochure re-printing
 - 8.3 Cllr Way – Playground Opening
 - 8.4 Cllr Way/ Cllr Squire – contract with BNS&SC
 - 8.5 Cllr Goble – signing of Gigaclear Contract
- 9) **Progress Reports**
 - 9.1 Cllr Squire – covering letter to accompany for EBH extension tender
 - 9.2 Cllr Goble – Connectivity to Bus Stops on Monahan Way/ Pavement on Minster Road
 - 9.3 Cllr Goble – waste bins on Monahan Way
 - 9.4 Cllr Glazier – maintenance update
 - 9.5 Cllr Way - Land Registry for EBH
 - 9.6 Cllr Squire – Kilkenny Lane
- 10) **Planning** – review of new planning applications and progress on outstanding applications (on attached appendix).
- 11) **Finance**
 - 11.1 To consider payments to be made (on attached appendix)
 - 11.2 To examine the bank accounts (income and expenditures) during July
 - 11.3 To sign the AGAR for y/e 2019-2020
- 12) **Other correspondence to note** (clerk to alert councillors to any specific concerns)
- 13) **Councillor's reports and items for future agenda including items for website**
- 14) **Date of next meeting** Monday 7th September 2020 at The Pavilion at 7.30pm or an online virtual meeting as advised by the Government due to COVID-19

AGENDA ITEM 10

NEW PLANNING APPLICATIONS:

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PENDING PLANNING DECISIONS

20/01132/FUL	Mr Ian Botcherby Willow Farm Witney Road Brize Norton	Erection of stables and storage barn Registered: 12th June 2020 Respond by: 7th July 2020
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DECIDED PLANNING DECISIONS:

20/01160/OUT 20/01253/FUL	Mr Paul Paget Grange Farm Cottages Burford Road Brize Norton Brize Norton County Primary School Station Road Brize Norton	Sub-division on plot for development of one new dwelling (outline application with all matters reserved) Registered: 11th May 2020 Respond by: 25th June 2020 Decided: Approve (17th July 2020) Renewal of consent for an existing and the erection of one additional prefabricated classroom buildings for a temporary period of five years Registered: 20th May 2020 Respond by: 16th June 2020 Decision: Approve (16th July 2020)
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AGENDA ITEM 11.1

ORDERS FOR PAYMENT:

101498	£363.12	McCracken & Sons	Grass cutting – June 2020 (invoice #9564)
101499	£126	OALC	Councillor Training (3 courses)
101500	£132	S&SC	PO reimbursement
101501	£90	Pip Squire	Donation return
101502	£170	Kevin Cambray	Dry stone walling (Rec/allotments)
101503	£958.22	Zurich Municipal	insurance
101504	£342	Maintenance	July wage
101505	£5.00	Website	July wage
101506	£355.19	Clerk	July wage
101507	£363.12	McCracken & Sons	Grass cutting – July 2020 (invoice #9516)
101508	£		
	£3,256.61	TOTAL	

PAYMENTS RECEIVED

29/6/20	£68.19	BNS&SC	Water reimbursement
6/7/20	£132.00	Mr Mwanze	PO rent
6/7/20	£90.00	PS anonymous donor	Road signs
	£290	TOTAL	

AGENDA ITEM 11.2

GENERAL INCOME & EXPENDITURE

Balance	01/04/2020	£ 6,099.19	Notes
Less o/standing cheques		£ -	
Add o/standing lodgements		£ -	
		<u>£ 6,099.19</u>	
Receipts		£ 18,630.07	Includes VAT Refund
Payments		£ 11,431.81	Includes VAT to be Refunded
Plus Transfers			
Balance	17/07/2020	<u>£ 13,297.45</u>	VAT Reconciliation o/standing
Plus o/standing cheques		£ 5,575.02	Cheques paid, but still to be cashed
Less o/standing lodgements		£ -	
Cash in Bank	17/07/2020	<u>£ 18,872.47</u>	
Current Account	17/07/2020	£ 18,882.47	-10.00

RESERVES INCOME AND EXPENDITURE

Balance 1/4/2020	£ 21,870.00	WODC funds
Plus Receipts		
Less Transfers		
Current Reserves	<u>£ 21,870.00</u>	

AVAILABLE FUNDS

General Funds	£ 13,297.45	VAT Reconciliation o/standing
WODC Reserves	<u>£ 21,870.00</u>	
TOTAL FUNDS	<u>£ 35,167.45</u>	

AGENDA ITEM 12

MONTHLY CORRESPONDENCE – 1 TO 31 JULY 2020

OFFICIAL CORRESPONDENCE:

- Electoral Roll update (WODC)
- SLCC magazine
- Clerks and Council Direct magazine
- Barclays Bank statement
- WODC Community Infrastructure levy draft charging schedule
- Gigaclear – contracts for permission to install fibre broadband on our land

E-MAILS CIRCULATED IN MONTH

Healthwatch 3/7, 10/7, 17/7

HMRC – 6/7, 14/7, 20/7, 21/7,
ICO – 3/7
IIMC – 1/7, 8/7, 15/7, 21/7, 22/7
LG & LG Inform – 17/7
PCS-UK – 21/7
Public Sector Executive – 1/7, 2/7, 2/7, 3/7, 5/7, 5/7, 7/7, 8/7, 9/7, 10/7, 11/7, 13/7, 14/7, 14/7, 16/7, 17/7, 18/7,
20/7, 20/7, 21/7, 22/7, 23/7, 24/7, 24/7, 25/7, 27/7
Police & Crime Commissioner – 24/7,
PSE Online – 8/7
Public Sector Voice – 1/7, 5/7
Rural Services Network bulletin - 7/7, 14/7, 21/7, (not circulated)
SLCC Membership – 15/7,

1/7 Keith Butler – Community Governancer
1/7 McCracken& Son Invoice 9574
1/7 Samantha Clunie - allotments
1/7 OALC - June Update
1/7 Liz Folley – SLCC Branch catch up
1/7 BHIB – insurance quote
2/7 Lisa Harrop – Windrush against sewage
2/7 BHIB – Free Guide and Risk Assessment
2/7 Liz Folley – play area signage
3/7 Tony Shillingford – Hole in the wall between rec and allotments
3/7 SLCC – Urgent update on the re-opening of playgrounds
3/7 Robert Courts MP – More Restrictions Eased and Huge News on the Windrush
4/7 David Golding – agenda for Parish Council meeting
4/7 Samantha Clunie - allotments
4/7 Jennifer Harrison – printing of a welcome brochure
4/7 Tim Gush – signatures and contract
6/7 Tim Gush – Health and Safety on the Rec
6/7 Nicholas Field-Johnson – agenda for BNPC Monday 6th July
6/7 Tracy Jones – zoom sign in details
7/7 OALC – Train the Trainer
7/7 OALC – Autumn Training
7/7 OALC Event Bookings
7/7 OALC Event Bookings
7/7 OALC Event Bookings
7/7 Carol Faulkner - Buses
7/7 WODC – Grosvenor lodges plans for garden village in West Oxfordshire
8/7 Panicos Monk (CAS insurance) - information
8/7 Council Space – Is your council compliant?
8/7 WODC – New Bins to be rolled out
8/7 Lucy Tallent (Zurich)
8/7 McCracken – Contract 2019
9/7 Liz Folley (SLCC) – Branch Catch-up
9/7 Alex Postan -?
9/7 comms@CPRE OXON – CPRE Parish Survey
10/7 WODC – Businesses urged to put test and trace rules in place
13/7 John Charlton (OCC) – PTR Update
13/7 Keith Butler (WODC) – Litter poster
14/7 WODC – Have your say on building affordable new homes
14/7 SE Employers – SEE newsletter – July 2020

14/7 Emily Rodgers (PSE) – Cllr Dave Stewart Fighting covid-19 with the digital edge

14/7 IIMC – June/ July e-news Digest

15/7 OALC – OALC Job Advert - Benson

15/7 Julie Tucker (PMP) – welcome Pack quote

15/7 WODC – Views Sought on new Development Levy to ensure much needed Community Facilities

15/7 Corinne Rees – Gigaclear – Permission for Network Access Agreement

15/7 Tony Shillingford – Damage on the allotment this evening

15/7 Polly Inness - Damage on the allotment this evening

16/7 Liz Folley – SLCC branch catch up

16/7 Darren Greenhead (RAF) – New Arrivals Community Guide

16/7 OCC – Help the County Council Further Improve Adult Social Care

16/7 Keith Butler – Covid-19 Briefing for Councillors

16/7 Rev Ian Howard – BNPC Response to Big Screen

16/7 Carol Faulkner - buses

17/7 Sophie Balchin – Notification of Play area Inspection for BNPC

17/7 Phil Johnson – RoSPA Inspection at Brize Norton

17/7 Martin Adams – Welcome Brochure Printing

17/7 Emily Rodgers (PSE) – How Can Data Help the Public Sector

17/7 Andrew Smith (Publica) – No charge for Pavement Seating as Council Supports ‘Continental Town Centres’

17/7 Andrew Smith (Publica) - Briefing

17/7 Robert Courts MP – West Oxfordshire Re-Opens and Plans for Jobs

20/7 Jess Yarnold – Welcome Brochure printing

21/7 Julie Tucker (PMP) – Welcome Pack

21/7 Edward Hutson (Came & Co) – Insurance quote

21/7 Panicos Monk (CAS) – insurance quote

21/7 The Berk, Bucks and Oxon Wildlife Trust – Wild Parishes Webinar

21/7 WODC – Council Lifts restrictions on Witney Town Centre Road

22/7 WODC – Survey results give insight into residents’ views on climate action

22/7 Christian Mauz – Experimental TRO – Town Centre Burford

22/7 Betty Crockett (CPREOXON) – CPRE challenges Arc Leaders to open up to the public on development plans for the Oxford Cambridge Arc

22/7 Sally Cambray - billing

22/7 WODC – Garden Village set to be named

22/7 Tracy Jones – Meet the Councillors

22/7 Lucy Tallent (Zurich) – Insurance documents

23/7 Council Space – website services

23/7 J Briars – Voluntary First Registration

23/7 Keith Butler – Pavement Licencing Policy

23/7 Moore – Further announcements for making tax digital

23/7 WODC – Council to cover cost of pavement seating scheme in WO

24/7 Helen Hudson – GWA87973 Network Access

24/7 BHIB – Reopening Leisure Centres

24/7 Gary Jarvis – Timesheet July

25/7 The Church/ Parish Newsletter – Protect your future

27/7 OALC – enquiry re: bookings

27/7 Payman – payroll schedules

27/7 McCracken & sons Ltd – Invoice

27/7 Stuart McIver – Planning Application Consultation

27/7 WODC - Council welcomes Census change to Count Armed Forces Community

28/7

28/7

28/7
29/7
29/7
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30/7
31/7
31/7